

View a Student's Schedule

Background

There are 2 methods to view a student's schedule in Connect Carolina.

1. If you have access to Quick Enroll, you can click on the '**Study List**' link on the bottom of the page which will pull up the student's schedule with the days/times/buildings, etc. for the classes.
2. If someone doesn't have access to Quick Enroll, they might try accessing the Student Services Ctr. (Student), which will allow you to view their student center, and can see the schedule on the front page.

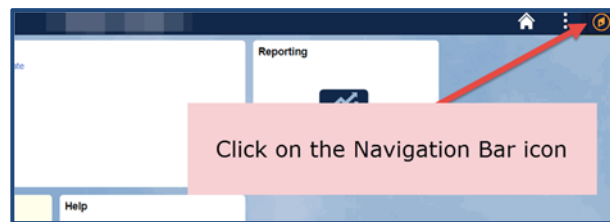
View a Student Schedule Using Quick Enroll

1. Click on the **Navigation Bar**

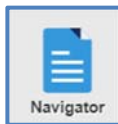


icon to display the NavBar menu.

Note: This icon can be found in the upper right-hand corner of your screen.



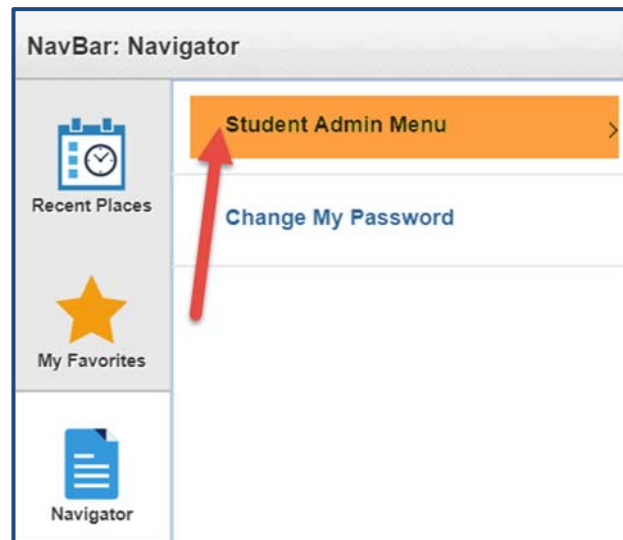
2. Click on the **Navigator**



icon.

3. Click on the **Student Admin Menu** link.
4. Follow the path below to access the **Quick Enroll** Page

Records and Enrollment > Enroll Students > Quick Enroll a Student



View a Student's Schedule

1. Locate a Student Record
 - a. Click on the **Find an Existing Value** tab.
 - b. Enter a student PID in the **ID** field.
 - c. Enter a valid **Term** in the Term field.
 - d. Click the **Search** button.

Quick Enroll a Student
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **a** Add a New Value

Limit the number of results to (up to 300): 300

Enrollment Request ID: begins with

ID: begins with **b**

Academic Institution: begins with **b**

Academic Career: =

Term: begins with **c**

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Case Sensitive

d Search Clear Basic Search Save Search Criteria

2. Click the **Study List** link to view the student's schedule.

Quick Enrollment

Request ID: ID: **Submit**

Career: Undergrad Institution: UNC-CH Term: 1979 Fall

Class Enrollment Units and Grade Other Class Info General Overrides Class Overrides

Click the Study List link to view the student schedule

Go to: View Enrollment Access Calculate Tuition **Study List** Enrollment Appointments Term/Session Withdrawal Student Services Center

3. The student's schedule should now be displayed.

Quick Enroll

Student Study List 1979 Fall

Undergraduate UNC-Chapel Hill

Class Schedule Filter Options

Show Enrolled Classes Show Waitlisted Classes Show Dropped Classes **Refresh Class Schedule**

Section	Component	Description	Grading Option	Grade	Units	Status
CHEM_041 Cls#: 598	001 Lecture	ANALYTICAL METHODS	Undergrad - graded		2.00	Dropped
Academic Program: AS Bachelor						
Schedule: TBA Room: TBA Instructor: TBA 08/27/1979 - 12/19/1979						
CHEM_041 Cls#: 4709	001 Lecture	MOD/ANAL SEP/CHARAC	Undergrad - graded	A-	2.00	Enrolled
Academic Program: AS Bachelor						
Schedule: TBA Room: TBA Instructor: TBA 08/27/1979 - 12/19/1979						

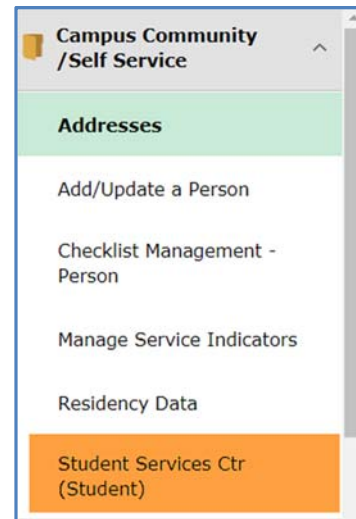
View a Student's Schedule

View a Student Schedule Using Student Services Center

Click on your **Student Admin WorkCenter**



Select the **Campus Community/Self Service** drop-down menu



1. Enter the Student's **PID** in the ID field.

2. Click the **Search** button.

A screenshot of the 'Student Services Center' search form. The form has a title 'Student Services Center' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' section. It includes a 'Limit the number of results to (up to 300):' field with the value '300'. There are five search criteria fields: 'ID:', 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each field has a 'begins with' dropdown menu and a text input field. The 'ID:' field is highlighted with a yellow background and a red circle with the number '1'. Below the search criteria is a 'Case Sensitive' checkbox. At the bottom, there is a 'Search' button highlighted with a yellow background and a red circle with the number '2', and a 'Basic Search' button. There is also a 'Save Search Criteria' link.

3. Click on the **My Class Schedule** link to view the student's schedule.

